

## **ADULT DAY CARE CENTER SERVICE AIDE**

**JOB TITLE:** Adult Day Care Center Service Aide

**GRADE:** 6

**JOB CODE:** 2204

**DATE:** 08/07/96

**GENERAL FUNCTION:** Under the immediate supervision of the Adult Day Care Center Coordinator provide social, health and health related adult day services, including; personal care; social, leisure, physical and educational activities, for individuals described as those who are limited in their activities of daily living. May also provide limited health care services under the supervision of a health care professional.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Assist clients on a routine basis who are participating in a structured Adult Day Care Center Program:

Assist with ambulation and exercise.

Perform simple procedures as an extension of therapy services, (i.e. physical, occupational and speech).

Assist clients/participants with crafts and craft activities.

Assist client with toileting if needed; including adult diaper changes, and clean up, for clients who are incontinent of bowel and bladder.

Assist if properly trained; Taking B/P and TPR; report changes and or results to appropriate supervisor; empty catheter bags and other specialized procedures based on client care needs and training received and qualified to perform.

Assist in therapeutic games/activities for participants as listed on the schedule of activities; orientation games, word games, puzzles, coloring, dancing, music therapy, craft demonstrations, and mental stimulating activities.

Prepare and/or assist participants with meals by: assist with the preparation of snacks and assisting or feeding clients that need help. Assist clients with noon meals, cutting, and grinding foods when needed. Wash and sanitize tables after participants activities.

**SUPERVISION EXERCISED:** None

**SUPERVISION RECEIVED:** Moderate supervision under standard operating procedures; incumbent occasionally can function autonomously, with supervisor available to answer questions.

**JOB TITLE:** Adult Day Care Center Service Aide (Cont'd)

**JOB CODE:** 2204

**JOB SPECIFICATIONS:**

**Knowledge and Abilities :**

Competency in Adult Day/Adult Day Health Center routine services of proper methods of giving personal care to clients (including incontinence of bowel and bladder); methods of documenting client information. Communicate effectively with patients/clients concerning health care needs and report to supervisor.

Good knowledge of and practices of universal precautions for controlling the spread of infection.

**Minimum Education, Training, and Experience Requirements:** High School diploma or GED. Training in personal care, health monitoring procedures, First aid, CPR and CMT. Six (6) months experience in and adult day care center services, community health agency, nursing home, or hospital.

**The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.**